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Application Created: 11:47 AM, 2/24/2011

General Information

ACJC Grant Program:	Crime Victim Assistance Grant Program
Period Title:	FY2012
Project Title:	Gila County Victim Assistance
Purpose Area:	Commission Eligible
Has the program been providing services to victims for more than three years?	Yes
Applicant Agency:	Agency Name: Gila County Attorney's Office Department Name: None DUNS Number: 148942451
Authorized Official:	Flores, Daisy (Gila County Attorney) Mailing Address: 1400 E. Ash Street Globe, Arizona 85501 Email: dflores@co.gila.az.us Phone: 928-425-3231, 8400 Fax: 928-425-9797 Agency: Gila County Attorney's Office Department: None
Project Official:	Fetterman, Lizabeth F (Victim Witness/Victim Compensation Coordinator) Mailing Address: 1400 E. Ash Street Globe, Arizona 85501 Email: lfetterman@co.gila.az.us Phone: 928-402-8836 Fax: 928-425-9797 Agency: Gila County Attorney's Office Department: Victim Services

Program Information

Number of crimes victims served by the program during the most recently completed fiscal year:	1368
Approximate percentage of those crime victims served only by phone, mail, or e-mail:	95
Geographic areas served	Northern and Southern Gila County and neighboring San Carlos Apache Nation Reservation
Agency Mission Statement	It is the mission of the Gila County Victim Services Program to assist victims of a crime in a timely, efficient and compassionate manner, to advocate for the protection of victims' rights, provide and understanding of those rights and procedures for exercising those rights mandated the Arizona statutes and the Victims' Bill of Rights.

Does the program charge or intend to charge for services? No

If yes, describe fee schedule:

Type of crime victims served (check all that apply)

Adults molested as children

Aggravated assault

Assault

Child sexual abuse

Domestic violence

DUI

Elder abuse/fraud

Identity theft

Robbery

Sexual assault

Survivors of homicide victims

Other non-violent crimes

Other violent crimes

If "Other non-violent crimes", please specify. If none, enter "None" in the box.

Threatening and intimidating, assault by a vicious dog, custodial interference, resisting arrest, interfering with judicial proceedings, disorderly conduct, discharge of a firearm, misconduct involving weapons, hit and run, reckless driving, unlawful use of means of transpiration, hindering prosecution, theft, shoplifting, trafficking in stolen property, aggravated harassment, fraudulent schemes and artifices, water accidents, luring child for sexual exploitation, cyberstalking, forgery, indecent exposure, burglary, criminal damage, stalking, terrorism, failure to pay child support, simple assault, identity fraud, embezzlement, vandalism, smuggling of human beings, DUI involving minor children, tampering with physical evidence, unlawful flight, criminal trespass; criminal littering, drug offense involving a minor; possession of stolen property; surreptitious viewing, sexual exploitation of a minor; obtaining utility services by fraud; bad check

If "Other violent crimes", please specify. If none, enter "None" in the box.

Homicide, Attempted First Degree Murder, Negligent Manslaughter, Second Degree Murder, Forcible Rape, Armed Robbery, Aggravated Assault, Aggravated Assault on a Police Officer

Type of services provided (check all that apply)

Criminal justice supports/advocacy

Emergency financial assistance

Follow-up contact

Information and referral

Notification services

Personal advocacy

Victim compensation claim assistance

If "Other", please specify. If none, enter "None" in the box.

None

For the most recent fiscal year, please provide the **total number of services** provided to crime victims in each service area below for the **program** requesting ACJC Victim Assistance funding. *A single victim may receive several different services.*

Crisis intervention services for the urgent emotional or physical needs of a victim which may include a 24-hour hotline for counseling or referrals for a victim.	14
Emergency temporary shelter for a victim who cannot safely remain in current lodging.	12
Petty cash for immediate emergency needs related to transportation, food, shelter, and other necessities.	1
Emergency temporary repairs such as locks and windows damaged as a result of a crime to prevent the immediate reburglarization of a home or apartment.	0
Follow-up counseling dealing with the victimization.	128
Assistance dealing with other social service and criminal justice agencies.	99
Assistance in obtaining the return of property kept as evidence.	25
Assistance in dealing with the victim's landlord or employer.	16
Referrals to other sources of assistance as needed.	134
Court-related direct services or petty cash that help victims participate in criminal justice proceedings including transportation to court, child care, meals, and parking expenses.	29
Court-related advocate services including escorting victims to criminal justice-related interviews, court proceedings, and assistance in accessing temporary protection services.	374
Notification of significant developments in the investigation or adjudication of the case.	23,681

Notification that a court proceeding for which the victim has been subpoenaed has been canceled or rescheduled.	1,195
Notification of the final disposition of the case.	2,389
Total	28,097

Indicate the number of times ACJC grant-funded personnel have provided the following services to assist victims with Crime Victim Compensation claims.

Provide verbal or written information about the Compensation Program.	643
Provide referral and/or transportation to Crime Victim Compensation Office.	50
Provide applications.	89
Provide assistance with completing the application.	21
Provide assistance with obtaining police reports, records, bills, etc.	19
Total	822

Briefly describe how you track statistical data for crime victims served, number of services provided, referrals, etc. *Limit 250 characters, including spaces.*

Annual Statistical Notification Service Tracking Excel sheet is utilized by the Program. A revision was made to include specific sections and types of services that comply with statutory mandated victims' right notification requirements.

Number of paid program staff providing **direct** services to crime victims. *Do not include administrative staff.*
Full time: 3 Part time: 0

For the most recent fiscal year, list the total **hours** worked by volunteers. *Must be in direct support of the program.*
 $275 / 2,080 = 0.13$

Project Narrative

Problem Statement

Identify the problem in your community that the grant funded program will address. Be very specific and include statistical data to define the severity of the identified problems. *Response is limited to 3,500 characters, including spaces.*

Enter narrative below:

Like the rest of the State of Arizona, economic rough times have hit the residents of Gila County. One trend that continues to be an ongoing problem and which is claiming more and more victims in our community is theft (identity and property). Approximately 1,185 crimes occur a year in Gila County, (average taken over 10 year span) and on average, someone is a victim of a crime in Gila County every 7 hours. Of that number, the FBI Uniform Crime Report (UCR) reported in 2008 that 692 crimes reported were thefts (property and identity). In 2009, the Arizona UCR reported 1052 crimes were associated with theft (and burglary collectively). Assuming the current trend continues, predicted crime numbers could hit nearly 2000 in 2010-2011.

Factors that may affect the increase in this type of crime is economic conditions, lack of jobs, lack of education, cuts to local law enforcement agencies, alcohol and drug abuse. According to the Arizona Department of Commerce 2009 report, Gila County's unemployment rate is 5.7%, higher than the entire state's unemployment rate which is 5.5%.

Project Summary

Provide a summary of the program the ACJC grant funds will support. Include how the program addresses the problem in the community, what services are provided, the population served, why it is important and how it is unique. Also, include at least two specific, measurable program objectives. These objectives should outline specific program activity during the grant period. Refer to the sample application for examples. *Response is limited to 3,500 characters, including spaces.*

Enter narrative below:

The Gila County Attorney's Office houses the Victim Services and Victim Compensation Programs. It is the mission of the program to ensure that constitutional, statutory and inherent rights of victims of crime are consistently upheld throughout the criminal justice process. The department provides mandated notification services, criminal justice support, emergency financial assistance, assistance in filing compensation claims, personal advocacy, information and referrals, and transportation services.

Gila County covers approximately 4,796 square miles and the program serves the major communities of Globe, Miami, Payson, Winkelman-Hayden, and San Carlos Apache Nation. The US 2010 census data for Arizona has not yet been released, however Gila County's estimated population in 2008 was 57,361 (AZ Dept. of Commerce Profile Report). This was an increase of 11.7 % from the 2000 U.S. Census report.

Currently, the program takes great strides to insure that victims are completing and returning their victim impact statements which includes the value of their economic losses caused by the crime. It is important to insure this is completed so the Court will have the figures for orders of restitution. It is extremely essential to the victims to have the for paying offender accountable for their actions and that they are responsible for paying back to society what has been taken.

Although assisting all victims in obtaining the dollar amount of their losses for the Prosecutor and the Court, the program is unique in that special assistance is provided to the elderly of the community. The Program assists them by obtaining bank records, Kelly Blue Book estimates (for vehicles), internet estimates of the property they have lost, and if fortunate enough, assistance in obtaining their property that may have been retrieved by law enforcement. In many instances they are financially exploited by someone they know and trust and therefore it can be somewhat difficult for them to trust anyone else. The assistance the program provides is fundamental as they cannot understand what is happening, the criminal justice system and process, and what documentation is needed to support their claims.

Education and awareness are key components to assisting victims of crime and that has proven to be a successful approach. Quarterly training or presentations on victims' rights to community organizations, Senior Citizen Centers, local schools, and law enforcement agencies will continue to be a high priority for the program. The program will utilize every opportunity to participate and reach out to the community by actively setting up resource tables at most every community function (goal is to attend a minimum of 6 functions, such as Frontier Days, Boomtown Spree, Dump the Drugs, Apache Jii Days, Christmas Light Parade). An additional objective for the program will be to distribute posters and flyers on identity theft and other crimes to local businesses, health care providers, local schools and all governmental facilities. A short survey will be conducted at these events to determine the effectiveness of the outreach opportunity. It is hopeful that this effort will bring more awareness to the community to insure people take greater steps to protect themselves and their property.

Project Collaboration

Programs must demonstrate a strong collaborative effort in *each* of these areas: law enforcement, prosecution, service providers, community organizations and other social service agencies. List the public and private organizations your agency collaborates with.

Enter narrative below:

Gila County Sheriff's Office; Department of Economic Security (CPS and APS); Globe, Miami, Hayden, Payson Police Departments; Gila County Sheriff's Office; San Carlos Dept. of Social Services, Bureau of Indian Affairs; Indian Health Services; Gila Family Advocacy Center; Gila County Safe Home Community Network; Safe Home Domestic Violence Shelter; Time-Out Domestic Violence Shelter; Horizon Human Services; Pinal-Gila Council for Senior Citizens; Arizona Department of Corrections; Globe-Miami Chamber of Commerce; Globe City Council, Globe High School; Miami High School; Copper Rim Elementary School, High Desert Jr. High School, Globe-Miami Senior Citizens Centers; Globe-Miami Rotary Clubs; Globe, Miami, and Tri-City Fire Departments, Arizona Youth Partnership, The Copper Basin Coalition, Gila County Department of Community Services, Boys & Girls Club of Globe, Southern Gila County Community Network, Meth Coalition; Our Lady of the Blessed Sacrament Church Youth Group; Payson Public Library; Globe Public Library

Describe in detail a recent collaboration involving one or several of the agencies listed above. Discuss the purpose of the collaboration, your agency's contribution to process and the outcomes. *Response is limited to 1,500 characters, including spaces.*

Enter narrative below:

Arizona Youth Partnership/Copper Basin Coalition – After the deaths of 5 young people in the community, the program partnered with The Copper Basin Coalition to brainstorm ideas to bring public awareness to the community of the effects of the deaths. Three of the individuals were victims of homicide and 2 individuals were victims of an overdose of prescription drugs. This meeting resulted in the 1st Annual Community Awareness Walk. Over 100 participants walked for 3-miles carrying signs and red balloons. Local merchants donated water and food for the participants. Family members spoke to the crowd of over 100 expressing concern about the problems of victimization in our community. Informational resources were available as were victim advocates to address services and victim compensation. The event was emotional and provided abundant information.

Kid's Day/Payson Library - In collaboration with the Northern Arizona domestic violence shelter, a Kid's Day Event was held at the Payson Public Library. The general public which included parents and their children visited the library and viewed a Victims' Rights awareness video, packets of school supplies, "Going to Court" coloring books, bookmarkers that included the Victims' Bill of Rights and flyers about bullying were distributed to the public. The spectators were able to ask questions of the advocates and learn about the criminal justice system. The department was recognized in a positive manner for conducting the event.

Similar Organizations

List other organizations in your community (within 35 miles) that provide the same or similar services. If applicable, describe how the services your program provides are different than those offered by other organizations in your community. *Response is limited to 1,500 characters, including spaces.*

Enter narrative below:

The Gila County Attorney's Office of Victim Services is the only organization that employs 4 full-time victim advocates that provide the mandated and statutory services to victims of crimes. In recent grant periods, the San Carlos Apache Reservation had one full time domestic violence victim advocate that primarily served the Native Americans, however, at the commencement of fiscal year 2009, that position was vacated and has not as of this reporting date been filled, nor is it anticipated that it will be filled.

Evaluation Plan

How will you evaluate the effectiveness of the program activities? *Response is limited to 1,500 characters, including spaces.*

Enter narrative below:

A written Evaluation Survey is the method by which the program evaluates its effectiveness. The purpose of the survey is to quickly and easily receive feedback from victims in a non-threatening way. The survey is an inexpensive method that is administered to every victim at the time of adjudication and/or disposition. The survey consists of 18 questions that fully depicts the victim's overall experience with the program, enhanced perception and knowledge of the criminal justice process, and information about compensation program. This remains a significant and effective means that portrays the program and it provides measurable outcomes that is crucial to the success of the program. The survey also provides the program with information that identifies strengths, weaknesses and suggestions to improve the program. Since 2006, the return rate of the survey has increased by 50% even though funding does not allow for stamped envelopes which was one issue of concern to victims.

Another method that the program has commenced utilizing is post-conviction telephone contact. Because victims sometimes have a difficult time expressing their feedback in writing, this has provided them with an opportunity to express themselves. This contact has proven beneficial as it is quickly and easily a measurable response that determines the program's effectiveness.

Encouraging Participation

How does your agency encourage crime victims to participate in the criminal justice system? *Response is limited to 1,500 characters, including spaces.*

Enter narrative below:

It is a key role of the advocate and the program to build and develop trusting relationships with victims. That in turn makes a significant difference in whether or not a victim will be willing to participate in the system. It remains a high priority of the department to empower and encourage victims to participate. One method that is used to encourage victims to participate is by constant verbal communication, whether it be by telephone or in person contact. Additionally, victims are reassured that if they wish to participate but cannot because of transportation issues, arrangements can be provided by the program to insure they are able to exercise the right to be present and heard at every hearing.

The department has also created a "Victim's Closet" for those victims that feel they do not have the appropriate courtroom attire. This is especially helpful for our domestic violence victims who have very little clothing in their possession. The closet maintains dresses, shoes, blouses, & dress pants in many different sizes.

The program has also taken the approach to provide victims with education about the criminal justice system, reading material, counseling (if necessary), meetings with the prosecutor, and general tips that will help them feel comfortable in dealing with the victimization and the justice system that follows. The advocates are empathetic to the specific needs of victims and they continually provide positive reinforcement to those victims that may feel intimidation either by the system or the offender.

Goals and Objectives

Approximate number of victims to be served during the upcoming grant period: 1500

Goal: Healing

Outcomes (please select at least 3):

Description	%	#
Number and percentage of victims reporting an increased knowledge of services available.	80%	1,200
Number and percentage of victims who report having increased feelings of well being.	80%	1,200
Number and percentage of victims who report they know how to access short and long term resources available to meet their needs.	60%	900
Number and percentage of victims reporting the provider's services increased their ability to cope.	%	
Number and percentage of victims completing treatment plan objectives.	%	
In this space you may optionally provide any additional quality measure of your own choice.	%	
	%	

Goal: Justice

Outcomes (please select at least 2):

Description	%	#
Number and percentage of victims reporting the information and assistance provided had a positive impact on their participation in the criminal justice system.	85%	1,275
Number and percentage of victims reporting an increased understanding of their legal rights.	%	
Number and percentage of victims reporting increased knowledge of the legal system.	85%	1,275

In this space you may optionally provide an additional quality measure of your own choice.	%
	%

Goal: Economic Stabilization

Outcomes (please select at least 1):

Description	%	#
Number and percentage of crime victims reporting an increased knowledge of the victim's compensation program, restitution and other financial assistance services.	85%	1,275

Goal: Safety

Outcomes (please select at least 1):

Description	%	#
Number and percentage of victims who report understanding and initiating safety plans for meeting their immediate and on-going safety needs.	%	
Number and percentage of victims who report being able to better assess their safety needs.	75%	1,125
In this space you may optionally provide an additional quality measure of your own choice.	%	
	%	

Goal: Quality Measures

Outcomes (please select at least 3):

Description	%	#
Percentage of victims reporting overall satisfaction with services.	80%	1,200
Percentage of community collaborators reporting positive satisfaction with services provided.	%	
Percentage of victims who report they would recommend program services to other victims.	80%	1,200
Percentage of victims who reported that advocacy services that were provided were helpful.	75%	1,125
In this space you may optionally provide any additional quality measure of your own choice.	%	

Budget**Personnel**

Enter narrative below:

The funding that is requested is utilized completely for the salary of a full-time advocate. The advocate that is funded by this grant is crucial to the success of the program. Without these funds, the program would not be able to conduct the administrative and outreach functions of the department. Additionally, the Victim Compensation program would suffer immensely. Educational services to the community would be limited.

Full Time/Part Time

Match	Position Title	# Pos (FTE)	Annual Salary	Subtotal Salary	ERE Amount	Total
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Victim Advocate	.5	\$34,548.00	\$17,274.00	\$6,005.00	\$23,279.00
✓ Victim Advocate	.5	\$34,548.00	\$17,274.00	\$6,005.00	\$23,279.00
					Salary Subtotal: \$34,548.00
					ERE Subtotal: \$12,010.00
					Total: \$46,558.00 Match Total: \$23,279.00
					Nonmatch Total: \$23,279.00

Overtime

Match	Position Title	Hours	Hourly Wage	Subtotal Wages	ERE Amount	Total
						Wages Subtotal: \$0.00
						ERE Subtotal: \$0.00
						Total: \$0.00 Match Total: \$0.00
						Nonmatch Total: \$0.00

ERE Breakdown

Enter narrative below:

Employee related expenses paid by the County based on total salary: State Retirement match, Social Security and Medicare Taxes, Worker's Compensation and Medical Insurance

Consultant/Contractual Services

Enter narrative below:

None

Match	Expense Type	Hours	Rate	Total
				Match Total: \$0.00
				Nonmatch Total: \$0.00

Travel (In State)

Enter narrative below:

None

Match	Expense Type	Units	Amount	Total
				Match Total: \$0.00
				Nonmatch Total: \$0.00

Travel (Out of State)

Enter narrative below:

None

Match	Expense Type	Units	Amount	Total
				Match Total: \$0.00
				Nonmatch Total: \$0.00

Confidential Funds

Enter narrative below:

None

Match	Expense Type	Amount	Total
			Match Total: \$0.00
			Nonmatch Total: \$0.00

Other Operating Expenses

Enter narrative below:

Printing Costs

Match	Expense Type	Type	Quantity	Each	Total
	Printing	Supplies	1	\$750.00	\$750.00
✓	Printing	Supplies	1	\$750.00	\$750.00
					Supplies Subtotal: \$1,500.00
					Registration/Training Subtotal: \$0.00
					Other Subtotal: \$0.00
					Total: \$1,500.00 Match Total: \$750.00
					Nonmatch Total: \$750.00

Equipment Purchases

Enter narrative below:

None

Match	Expense Type	Type	Quantity	Each	Total
					Capital Subtotal: \$0.00
					Non-Capital Subtotal: \$0.00
					Total: \$0.00 Match Total: \$0.00
					Nonmatch Total: \$0.00

If matching funds are required for this grant program, provide a description of what funds will be used as the required match.

General funds will be used to match this grant.

Total Project Cost

Required Match: \$24,029.00

Match Total: \$24,029.00

Requested Total: \$24,029.00

Administration

If received, will ACJC funds be used as matching funds for other grant program(s)? No

If yes, please list the name(s) of the grant program and funding agency.

Audit Requirements

List the date of your last financial audit.

6/30/2008

Did the audit result in a Schedule of Findings and Questioned Costs?

Yes

Internal Controls

Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?

Yes

Which of the following describes your organization's accounting system?

Combination

How frequently do you post to the General Ledger?

Daily

Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?

Yes

Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?

Yes

Are time and effort distribution reports maintained for employees working fully or partially on grant programs, which account for 100% of each employee's time?

Yes

Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?

Yes

Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment, and the preparation of payroll?

Yes

Are all accounting entries and payments supported by source documentation?

Yes

Are employee time sheets supported by appropriately approved/signed documents?

Yes

Does the organization maintain policies which include procedures for assuring compliance with the terms of the grant award?

Yes

Does the organization maintain written codes of conduct for employees?

Yes

Does the organization maintain written procurement policies and procedures?

Yes

Does the organization have adequate staff to comply with the terms of the grant agreement?

Yes

Is there a separate bank account maintained for grant funds?

Yes

Are the officials of the agency bonded?

Yes

Does the agency use a double-entry system in accounting for program funds?

Yes

If you answered "No" to any of the questions in this section, please provide a brief explanation why.

Attachments

Please upload the following documents:

All Applicants:

Total Program Budget

Most Recent Financial Audit (include management letter and schedule of findings if applicable)

Job descriptions for personnel to be funded by ACJC Victim Assistance Grant

Non-profit agencies:

A copy of the organization's 501(c)(3) designation letter from the IRS.

A letter from the prosecutor's office or law enforcement agency endorsing the application.

A current board list that includes affiliations, identifies current officers and provides the Chairman's contact information.

Max size per upload 10MB.

[VA12TotalBudget.doc](#)

[Victim Witness Advocate job description.doc](#)

[Audit 07-08 Final Single Audit.pdf](#)

Special Conditions

Special Conditions

1. ACJC grant funds shall be used to provide direct services to victims of crime.
2. ACJC grant funds shall not be used to supplant federal, state, county, or local funds that would otherwise be made available for such purposes.
3. The applicant shall operate in a manner consistent with, and in compliance with, the provisions and stipulations of the approved grant application and agreement.
4. The applicant agrees that it will incorporate the use of volunteers in its program to the extent that such volunteers contribute to the effective and efficient provision of services to crime victims.
5. The applicant agrees to promote coordinated public and private efforts to assist crime victims within the community served.
6. The applicant agrees that ACJC grant funds are not to be expended for any indirect costs that may be incurred in administering the funds.
7. The applicant agrees to expend funds only in the approved budget categories for the amount approved.
8. The applicant agrees that payment obligation is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation.
9. The applicant agrees to retain all books, account reports, files, and other records for a period of five years after the completion of the expiration of the project. All such documents shall be subject to inspection and audit at reasonable times.
10. The applicant agrees to provide accounting, auditing, and monitoring procedures to safeguard grant funds and keep such records to assure proper fiscal controls, management, and the efficient disbursement of grant funds.
11. The applicant agrees to remit all unexpended ACJC grant funds to the Commission within 30 days of receipt of a written request from the Commission.
12. The applicant agrees to submit Quarterly Financial Reports to the Commission on the forms provided. Quarterly Financial Reports are due on October 31, 2011, January 31, 2012, April 30, 2012, and August 15, 2012. An Annual Performance Report is required to be submitted to the Commission on the forms provided. It is due August 15, 2012. In the event that reports are not received on or before the required date(s), the Commission may require more frequent reports. Funding will be suspended until such time as the delinquent report(s) are received.
13. The applicant agrees to comply with all applicable requirements of A.R.S. § 41-1463, all applicable state and federal civil rights laws, and Executive Order 1999-4 and 2000-4. In the event that a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the basis of race, color, religion, national origin, sex, age, or disability against the applicant, the applicant will forward a copy of the findings to the Commission.
14. The applicant will assign to the Commission any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the applicant in exchange for grant funds provided.
15. The applicant agrees to use arbitration in the event of disputes in accordance with the provisions of A.R.S. §12-1501 et. seq.
16. The applicant agrees that it is acting as an independent contractor and agrees to hold the Commission harmless for the actions of the grantee's employees.
17. The applicant agrees to obtain and maintain subrogation agreements from victims as a condition of receipt of assistance exceeding one hundred dollars (\$100) in direct financial aid.
18. The applicant agrees to comply with the applicable laws and provisions of the Arizona Crime Victim Assistance Program Rules A.A.C. R10-4-201 through R10-4-204.
19. The applicant agrees to submit, upon request, a copy of its financial audit for the most recently completed 12-month period.

20. The applicant assures that it will collect and maintain information on victim services provided by ethnicity, sex, age, and disability.

21. The applicant assures that it will comply with all applicable state and federal drug-free workplace requirements.

22. The applicant assures that it will comply with all state and federal laws regarding privacy during the course of the program. All information relating to clients should be treated with confidentiality. Information shall be disclosed to the Commission, when requested, in compliance with the Crime Victim Assistance Program Rules, state and federal laws, and the grant agreement.

☒ On behalf of the applicant agency I certify that: I have read and understand the conditions listed above; all the information presented in this application is correct; there has been appropriate coordination with affected agencies; and the applicant agency will comply with the provisions of all applicable laws and conditions if awarded funds.



JOB DESCRIPTION

Job Title: Victim Witness Advocate

Job Code: 1509

FLSA: Non-Exempt

Effective Date: September 4, 2006

NATURE OF WORK:

Provides support and guidance to victims and witnesses as their cases move through the criminal justice system in Gila County; coordinates Victim Compensation Program activities.

DUTIES AND RESPONSIBILITIES:

- Serves as an advocate to victims and witnesses; assesses and prioritizes needs of victims; maintains regular contact with victims; provides victim case status reports; mediates and resolves victimization problems.
- Communicates with victims, victim representatives, County department heads, officials from other State agencies; behavioral health agencies and hospitals, insurance companies, court administration personnel, and law enforcement agencies regarding victim cases, restitution issues and the Victim Compensation Program.
- Escorts victims/representatives to court proceedings; informs victims/representatives of court proceeding dates and times; explains court proceedings and responds to inquiries from victims/representatives.
- Documents and maintains victim files and information regarding court proceedings.
- Serves as Victim Compensation Program Coordinator; schedules program meeting dates and informs board members; prepares meeting agendas and case history notes; oversees board meetings in accordance with Arizona Criminal Justice Commission guidelines.
- Compiles Victim Compensation Program applications; interacts with providers to complete applications; prepares demands for payment; mails out disbursements and rejection letters.
- Provides information and responds to inquiries from the public in relation to the Victim Compensation Program.
- Prepares victim grant reports in compliance with reporting requirements; maintains statistical grant information; compiles and coordinates quarterly and yearly reports for the Victim Compensation Grant, Victim Assistant Grant, and Victim Rights Grant.
- Coordinates with attorneys to ensure victims are prepared and available for trial.
- Schedules and coordinates interviews and conference calls with victims, prosecutors and investigators; maintains log of phone calls from victims/representatives.
- Tracks hearings and court dates; escorts victims/representatives to hearings; arranges travel reservations for victims/representatives to attend trials and/or meetings with prosecutors.
- Conducts case research and collects data in relation to victim notification and restitution issues.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; requires working with the public; may work under stress of deadlines; may require travel to other County locations and to transport witness.

EMPLOYMENT STANDARDS:

Associate's Degree in Criminal Justice Administration or a related field; five (5) years criminal justice/victims rights experience; or equivalent combination of education, training and experience.

A valid Arizona Driver's License.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Criminal justice principles and procedures; court proceeding activities; victim rights practices and standards; victim compensation programs; grants available for victims rights and victim compensation; grant reporting compliance requirements; methods for conducting case research and data collection.

Ability to: Communicate effectively with individuals who have been victimized; provide support and assistance to victims and their representatives; liaise with relevant parties in relation to victim cases and restitution; coordinate and provide information regarding victim compensation programs; prepare grant related reports in compliance with reporting requirements; maintain accurate records, files and documentation; coordinate hearings and court dates.

Skills in: Serving as a victim/witness advocate and coordinating victim compensation programs.